

I. CLASSIFICATION PLAN

A. General

The Personnel Cabinet is required to prepare, maintain and revise the classification plan for the Executive Branch of state government. More information about the Classification Plan is available in the Commonwealth of Kentucky Employee Handbook.

B. Overview

The classification of a position usually begins with the completion of a position description (PD) within the agency. The position description (PD) form describes the duties and responsibilities assigned to a specific position within the agency. This form is then sent to the Personnel Cabinet where it is compared to the various class specifications. The Personnel Cabinet then makes a final determination as to the most appropriate classification for the position. All merit system positions are assigned a job title (classification) based upon a written class specification. Pursuant to 101 KAR 2:020, Section 1 (1), "Class specifications shall describe and explain the job duties and responsibilities typically assigned to a position within a particular class".

C. 18A.005 Definitions

(6) "Class" means a group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training, experience, or skill, and such other characteristics that the same title, the same tests of fitness, and the same schedule of compensation have been or may be applied to each position in the group.

(26) "Reallocation" means the correction of the classification of an existing position by placement of the position into the classification that is appropriate for the duties the employee has been and shall continue to perform.

(27) "Reclassification" shall mean the change in the classification of an employee when a material and permanent change in the duties or responsibilities of that employee occurs.

D. Classification Maintenance

1. When it is determined to be necessary, the Personnel Cabinet will revise a class specification or abolish and create new class specifications. When this occurs, it is the agency Personnel Manager's responsibility to conduct a review of the relevant position descriptions in order to determine whether or not the affected positions are still properly classified. The Personnel Manager may also perform desk audits, and request that dated position descriptions are prepared. He/she shall also prepare proposals relating to the revision, abolishment, or creation of job specifications utilized within this agency whenever it is deemed appropriate.
2. An employee can be assigned a duty on a temporary basis (six months) without it affecting his or her job classification even if that duty is considered to be material. However, before an employee can be permanently assigned or relieved of a duty deemed material to the employee's job classification (in other words, if the change will result in a reclassification to a job title having either a higher or lower pay grade), the employee's Division Director is required to submit a reclassification request which cites the basis for the request. This request will be reviewed by the Personnel Manager prior to being submitted to the State Librarian/Commissioner's Office who, as head of the department, prescribes what duties shall be performed by positions within this department. See KRS 12.060 (1).

II. COMPENSATION PLAN

A. General Provisions:

In the Executive Branch, merit system employees are assigned to job classes according to their duties and responsibilities. Each job class is assigned to a pay grade within a salary schedule, based upon similarity of duties and pay within other state job classes and among other employers, as determined through annual salary surveys.

B. Administrative Regulations

The administrative regulations relating to the administration of the pay plan for the classified service can be found under 101 KAR 2:034 and under 101 KAR 3:045 for the unclassified service.

101 KAR 2:034

1. NEW APPOINTEES' SALARIES: Agencies have the flexibility to appoint new employees at a salary up to the midpoint of the pay grade. Such action is taken based upon recruitment difficulty or if the candidate's years of experience or education exceed the minimum requirements, and when it is in the agency's best interest. The appointing authority shall adjust to that salary an employee who is earning less than the new appointee's salary if it is determined that the incumbent employee is in the same class, work county and has a similar combination of education and experience relating to the job classification.
2. EMPLOYEES REENTERING STATE SERVICE:
 - a) Returning retirees: An employee who was formerly employed under KRS Chapter 18A and who is appointed to a position covered by the provisions of KRS Chapter 18A while receiving retirement payments through the Kentucky Retirement Systems or Kentucky Teachers Retirement System shall be appointed in accordance with the provisions for new appointments.
 - b) Former classified employees: The appointing authority shall set the salary of a former classified employee, other than a returning retiree, who is being re-employed, reinstated, or probationarily appointed in one (1) of the following ways:
 - 1) In accordance with the standards used for making new appointments; or
 - 2) Up to the same salary as that paid at the time of separation from the classified service, if that salary does not exceed the midpoint salary plus the difference, in dollars, between the entry level salary and the midpoint salary.

- c) Former unclassified employees with prior classified service: The appointing authority shall set the salary of a former classified employee who moved to the unclassified service and who is reinstated, re-employed or probationarily appointed to a position in the classified service in one (1) of the following ways:
- 1) In accordance with the standards for making new appointments;
 - 2) Up to the same salary as that paid at the time of separation from the classified service, if that salary does not exceed the midpoint salary plus the difference, in dollars, between the entry level salary and the midpoint salary;
 - 3) At a salary that is the same as the salary the employee last received in the classified service with adjustments for increases that would have been received if the employee had remained in the classified service prior to resignation if the salary does not exceed the midpoint salary plus the difference, in dollars, between the entry level salary and the midpoint salary; or
 - 4) At a salary up to five (5) percent above the grade entry level wage for each year of service in the KRS Chapter 18A system, if the salary does not exceed the midpoint salary plus the difference, in dollars, between the entry level salary and the midpoint salary.
- d) Former unclassified employees with no previous classified service: The appointing authority shall set the salary of a former unclassified employee with no previous classified service, who is probationarily appointed or re-employed, in one of the following ways:
- 1) In accordance with the standards for making new appointments; or
 - 2) At five (5) percent above the minimum salary for each year of service in the unclassified service, if the salary does not exceed the midpoint salary plus the difference, in dollars, between the entry level salary and the midpoint salary.
- e) Laid off employees: A former employee, separated from the classified service by layoff and reinstated or re-employed in the same or similar job classification within five (5) years from the date of layoff, may receive the salary they were receiving at the time of layoff.

3. SALARY ADJUSTMENTS:

- a) Promotion: An employee who is promoted shall receive the greater of five (5) percent for each grade, or an increase to the minimum of the new grade except as provided in subsection (b) of this section.
- b) Demotion: If an employee is demoted, the appointing authority shall determine the salary in one (1) of the following ways:
 - 1) The employee's salary shall be reduced by five (5) percent for each grade the employee is reduced; or
 - 2) The employee shall retain the salary received prior to demotion. If the employee's salary is not reduced upon demotion, the appointing authority shall explain the reason in writing and place the explanation in the employee's personnel files.

NOTE: An employee whose salary is not reduced by five (5) percent per grade upon demotion on or after January 15, 2002 shall not be eligible for a salary increase upon promotion, reclassification, detail to special duty or reallocation until he is moved to a job class with a higher pay grade than that from which he was demoted. If a promotion, reclassification, detail to special duty or reallocation occurs, it shall be deemed as having been made from the grade from which the employee had been demoted.

- c) Reclassification/Reallocation:
 - 1) An employee who is advanced to a higher pay grade through reclassification or reallocation shall receive the greater of five (5) percent for each grade or the new grade minimum except as provided in subsection (b) of this section.
 - 2) An employee who is placed in a lower pay grade through reclassification or reallocation shall receive the same salary received prior to the action, but shall not be eligible for a salary increase upon promotion, reclassification, detail to special duty or reallocation until he is moved to a job class with a higher pay grade than that from which he was reclassified/reallocated. If a promotion, reclassification, detail to special duty or reallocation occurs, it shall be deemed as having been made from the grade from which the employee had been reclassified/reallocated.

C. Salary Schedule

Illustrated below is the current salary schedule as of **July 1, 2003**. Pay grades 1 and 2 were eliminated in compliance with changes in minimum wage laws. Also, there is no longer a maximum wage, only entry level and midpoint wages.

Grade	Rates	Entry Level Wage	Midpoint Wage
3	HR	\$5.749	\$7.616
	MO	\$934.22	\$1,237.60
	AN	\$11,210.64	\$14,851.20
4	HR	\$6.323	\$8.376
	MO	\$1,027.50	\$1,361.10
	AN	\$12,330.00	\$16,333.20
5	HR	\$6.955	\$9.214
	MO	\$1,130.20	\$1,497.28
	AN	\$13,562.40	\$17,967.36
6	HR	\$7.651	\$10.136
	MO	\$1,243.30	\$1,647.10
	AN	\$14,919.60	\$19,765.20
7	HR	\$8.415	\$11.148
	MO	\$1,367.44	\$1,811.56
	AN	\$16,409.28	\$21,738.72
8	HR	\$9.257	\$12.263
	MO	\$1,504.28	\$1,992.74
	AN	\$18,051.36	\$23,912.88
9	HR	\$10.182	\$13.490
	MO	\$1,654.58	\$2,192.14
	AN	\$19,854.96	\$26,305.68
10	HR	\$11.200	\$14.838
	MO	\$1,820.00	\$2,411.18
	AN	\$21,840.00	\$28,934.16
11	HR	\$12.321	\$16.322
	MO	\$2,002.18	\$2,652.34
	AN	\$24,026.16	\$31,828.08
12	HR	\$13.552	\$17.954
	MO	\$2,202.20	\$2,917.54
	AN	\$26,426.40	\$35,010.48
13	HR	\$14.908	\$19.847
	MO	\$2,422.56	\$3,225.14
	AN	\$29,070.72	\$38,701.68
14	HR	\$16.398	\$21.725
	MO	\$2,664.68	\$3,530.32
	AN	\$31,976.16	\$42,363.84

15	HR	\$18.038	\$23.898
	MO	\$2,931.18	\$3,883.44
	AN	\$35,174.16	\$46,601.28
16	HR	\$19.842	\$26.287
	MO	\$3,224.34	\$4,271.64
	AN	\$38,692.08	\$51,259.68
17	HR	\$21.825	\$28.915
	MO	\$3,546.58	\$4,698.70
	AN	\$42,558.96	\$56,384.40
18	HR	\$24.010	\$31.807
	MO	\$3,901.64	\$5,168.64
	AN	\$46,819.68	\$62,023.68
19	HR	\$26.408	\$34.986
	MO	\$4,291.30	\$5,685.24
	AN	\$51,495.60	\$68,222.88
20	HR	\$29.050	\$38.487
	MO	\$4,720.64	\$6,254.14
	AN	\$56,647.68	\$75,049.68
21*	HR	\$31.955	\$42.335
	MO	\$5,192.70	\$6,879.44
	AN	\$62,312.40	\$82,553.28
22*	HR	\$35.149	\$46.567
	MO	\$5,711.72	\$7,567.14
	AN	\$68,540.64	\$90,805.68

* Denotes grades unique to the unclassified service schedule.